

Scope of Work for Consulting Services

Company:

American Leprosy Missions (ALM)
One ALM Way, Greenville, SC 29601

Objectives of Consultancy

American Leprosy Missions (ALM) is dedicated to breaking barriers to health and renewing hope for people suffering from the pain and stigma of neglected tropical diseases like leprosy, as we live and proclaim the gospel.

ALM recently completed a 3-year strategic plan. The first strategic initiative in the plan is to build and strengthen Christian partnerships. One of the key objectives in accomplishing this is to develop ALM tools and approaches for mapping partners and assessing capacity.

ALM is seeking a consultant to provide services related to this objective as set forth in this scope of work. This will be accomplished through the development and implementation of a partner landscape. The steps included are shown in the following figure:



Scope of Services

The consultant will be asked to support work associated with the 3rd step of identifying existing information on Christian partners in identified priority countries. Activities will include:

1. Conduct desk work to identify partners from various resources in 14 identified priority countries. ALM will provide the list of countries, inclusion criteria as well as a list of existing resources to consider in the search.
2. Create a tool (Excel, database, map etc.) to present identified potential partners based on criteria such as physical presence in country, type of facility, denominational or institutional affiliation, evidence of NTD work or expertise, location in country, INGO or local institution etc.

3. Research religious composition of each country, including larger denominational affiliations or engagements active in the country. Compile a brief country profile for each priority country.
4. Present a sample of findings for 1-2 countries for feedback and revisions before completing additional countries.
5. Develop a report based on the full findings and present it to the ALM team.

Deliverables

1. Proposed methodology to identify partners based on the information provided. A guidance document will be provided.
2. Proposed description of tool, database and/or map used to present the findings.
3. Sample report from 1-2 countries.
4. Completed tool, database and/or map based on agreed upon deliverable 2 and feedback from deliverable 3.
5. Written report of the findings, including country profiles.
6. Zoom presentation on process and findings.

Timeline

The work is expected to be carried out for a 3-month period between September-December. The presentation will take place in January.

Conditions

Coordination Requirements. The Consultant will work directly with ALM's Vice President of Programs and will engage with other team members as needed.

Travels. Travel expenses are not included in this consultancy.

Amendments and Extensions. A written memo from either party with new terms and/or timelines that are agreed to and signed by both parties can amend this Statement of Work. The work cannot be extended past January to meet internal meetings and deadlines.

Budget

Potential candidates will be asked to submit a high-level budget or daily rate as part of the application.

Payment for Services

Company shall pay the Consultant upon completion of each deliverable. The Consultant will have to provide payment details for wire transfer, including the physical address of the bank and is responsible for the payment of all associated fees

and taxes required under the jurisdiction where the Consultant resides. Notwithstanding the above, all withholding taxes set forth in the country of work shall be applicable.

Ideal Candidate

The ideal candidate will have previous experience conducting landscape assessments as well as the following skills or experiences:

- Previous experience with Christian global health organizations and an understanding of the landscape and common language.
- Strong organizational skills and ability to distill and summarize various sources of information.
- Robust research skills (previous experience with literature reviews, advanced search features etc.)
- Ability to present data in clear and informative ways.

The consultant must be able to conduct research and present in English.

How to Apply

To apply, please send a resume, cover letter, including related work experience and alignment with the scope of services, as well as an estimated budget and timeline to almcareers@leprosy.org. Only those applicants under consideration will be contacted.